

ASSIGNMENT 5

Textbook Assignment: "Legal," chapter 9, continued, pages 9-16 through 9-23; "Awards," chapter 10, pages 10-1 through 10-3; "Officer Distribution Control Report (ODCR)," chapter 11, pages 11-1 through 11-5; "Officer Service Records," chapter 12, pages 12-1 through 12-4; "Travel, Leave Procedures, and Pay and Allowances," chapter 13, pages 13-1 through 13-7; "Technical Administration," chapter 14, pages 14-1 and 14-2.

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| <p>5-1. The regulations that govern administrative investigations (fact-finding bodies) are found in what publication?</p> <ol style="list-style-type: none">1. MCM2. SORM3. JAGMAN4. MILPERSMAN | <p>5-5. At the minimum, a fact-finding body required to conduct a hearing consists of how many commissioned officers?</p> <ol style="list-style-type: none">1. One2. Two3. Three4. Four |
| <p>5-2. An administrative fact-finding body searches out, develops, assembles, analyzes, and records all available information about the matter under investigation.</p> <ol style="list-style-type: none">1. True2. False | <p>5-6. Which of the following investigations is normally composed of a single investigator who obtains statements, rather than taking testimony?</p> <ol style="list-style-type: none">1. Fact-finding body2. Court of inquiry3. Fact-finding body required to conduct a hearing4. Fact-finding body not required to conduct a hearing |
| <p>5-3. A court of inquiry consists of at least how many commissioned officers?</p> <ol style="list-style-type: none">1. One2. Two3. Three4. Four | <p>5-7. A fact-finding body must be convened in which of the following death cases?</p> <ol style="list-style-type: none">1. When a U.S. Navy member, while on active duty, dies from other than a previously known medical condition2. When civilians or other nonnaval personnel are found dead on a naval installation under peculiar circumstances3. When death or permanent disability occurs in which the adequacy of medical care is reasonably in issue4. Each of the above |
| <p>5-4. Which of the following types of investigations take all testimony under oath and record all proceedings verbatim?</p> <ol style="list-style-type: none">1. Fact-finding bodies2. Courts of inquiry3. Fact-finding bodies not required to conduct a hearing4. Fact-finding bodies required to conduct a hearing | |

- 5-8. A report to the Judge Advocate General is not required when death occurs as a result of which of the following actions?
1. Suicide
 2. Death by enemy action
 3. Death by natural causes
 4. Death by accidental causes
- 5-9. Progress reports are required on all death investigations from all command and reviewing activities every
1. 5 days
 2. 7 days
 3. 10 days
 4. 14 days
- 5-10. The next of kin may request copies of the death investigation from what code of the JAG office?
1. Code 31
 2. Code 32
 3. Code 33
 4. Code 34
- 5-11. Additional instruction and guidance on safety investigations can be found in which of the following directives?
1. OPNAVINST 5100.14
 2. OPNAVINST 5100.12
 3. OPNAVINST 3750.6
 4. OPNAVINST 5112.6
- 5-12. Which, if any, of the following personnel may order an investigation not requiring a hearing?
1. Executive officer, acting
 2. Aide to a flag officer
 3. Any officer in command
 4. None of the above
- 5-13. An appointing order should be in which of the following forms?
1. Official letter only
 2. Official letter addressed to the JAG
 3. Official letter addressed to the IO
 4. Official letter addressed to the department head
- 5-14. What must be provided if a service member is asked to provide his or her social security number for an investigation?
1. Privacy act statement
 2. Formal request from JAG
 3. Formal request from the IO
 4. Formal request from the CA
- 5-15. The appointing order directs the completion of the IO's report within how many days?
1. 14
 2. 21
 3. 30
 4. 45
- 5-16. Of the following items, which one should NOT be included in a preliminary statement?
1. Nature of the investigation
 2. Difficulties encountered
 3. Failure to advise individuals of their rights
 4. Synopsis of facts, recommendations, or opinions
- 5-17. What is the first enclosure to an investigative report?
1. Opinions
 2. Recommendations
 3. Findings of fact
 4. Signed written appointing order
- 5-18. Upon completion of an investigation, the IO should submit his/her investigation to whom?
1. CA
 2. JAG
 3. TYCOM
 4. OPNAV

- 5-19. Award recommendations are prepared using which of the following instructions?
1. OPNAVINST 1560.1
 2. OPNAVINST 1650.1
 3. SECNAVINST 1560.1
 4. SECNAVINST 1650.1
- 5-20. Awards recognizing specific acts should be given within 60 days after the act occurred.
1. True
 2. False
- 5-21. The quota system for issuing Navy Achievement Medals at a command is based on the total number of which of the following factors?
1. Billets authorized
 2. Officer personnel only
 3. Enlisted personnel only
 4. Enlisted and officer personnel
- 5-22. An award recommendation should be prepared on which of the following OPNAV forms?
1. 1650/2
 2. 1650/3
 3. 1650/4
 4. 1650/5
- 5-23. A proposed, non-combat citation is limited to a total of how many typewritten lines?
1. 20
 2. 22
 3. 24
 4. 25
- 5-24. The normal processing time for an award recommendation should be what maximum number of days?
1. 15
 2. 30
 3. 60
 4. 120
- 5-25. What is the intent behind letters of appreciation and commendation?
1. To promote morale
 2. To promote harmony
 3. To reward individuals only
 4. To accelerate advancement only
- 5-26. Information pertaining to the Officer Distribution Control Report (ODCR) is contained in which of the following instructions?
1. BUPERSINST 1301.1
 2. BUPERSINST 1401.2
 3. NAVMILPERSCOMINST 1401.1
 4. NAVMILPERSCOMINST 1301.2
- 5-27. An ODCR is prepared for each naval command by which of the following activities?
1. EPMAC
 2. MAPTIS
 3. NAVFINCEN
 4. NAVMILPERSCOM
- 5-28. How often is the ODCR prepared?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 5-29. When pen changes to an ODCR are made, in what part of the report should you place the date the correction was made?
1. Left margin
 2. Right margin
 3. Over the corrected data
 4. Under the corrected data
- 5-30. A description of an officer's primary duties can be found in what data element of an ODCR?
1. Desk code
 2. Billet title
 3. Activity mission code
 4. Billet phase indicator

- 5-31. The security code data element on an officer's ODCR consists of a five-position code divided into two lines.
1. True
 2. False
- 5-32. An officer's name should not exceed a total of how many characters on an ODCR, including spaces?
1. 20
 2. 21
 3. 22
 4. 23
- 5-33. What data element of an ODCR is indicated by an asterisk following the officer's name?
1. PAD
 2. OSAM
 3. DESIG
 4. ASSED/SSSED
- 5-34. Which data element of an ODCR reflects an officer's current operational flying status?
1. MOF
 2. ACD
 3. ABI
 4. AUG
- 5-35. The permanent officer record in microfiche format is maintained by which of the following activities?
1. BUPERS
 2. NAVPERS
 3. CHNAVPERS
 4. COMNAVCRUITCOM
- 5-36. Officer records are held in microfiche format in up to six categories. What fiche number (a) contains personal data, and (b) what fiche number contains privileged information?
1. (a) 2 (b) 4
 2. (a) 3 (b) 4
 3. (a) 2 (b) 5
 4. (a) 3 (b) 5
- 5-37. Information rightfully placed in the official record of an officer may not be removed except by which of the following authorities?
1. OPNAV
 2. BUPERS
 3. SECNAV
 4. CHNAVPERS
- 5-38. The acceptance and oath of office is filed on the right side of an officer's service record.
1. True
 2. False
- 5-39. The certificate of personnel security investigation, clearance and access is filed on the left side of an officer's service record.
1. True
 2. False
- 5-40. When at sea, what office usually maintains an officer's service record?
1. Personnel office
 2. Captain's office
 3. Department office
 4. Administrative office
- 5-41. What authority contains detailed information on officer service records?
1. SORM
 2. SDSPROMAN
 3. MILPERSMAN
 4. OFFTRANSMAN
- 5-42. When an individual travels to a command or geographical area that is not the individual's permanent duty station, what official Navy acronym should be used?
1. TEMDUINS
 2. TEMADD
 3. TAD
 4. TDY

- 5-43. What NAVPERS form is used to prepare TEMADD travel orders?
1. 1320/12
 2. 1320/14
 3. 1320/16
 4. 1320/18
- 5-44. The complete accounting classification code and the standard document number and its construction can be found in which of the following manuals?
1. SDSPROMAN
 2. MILPERSMAN
 3. OFFTRANSMAN
 4. ENLTRANSMAN
- 5-45. Which of the following DD forms is used to liquidate a travel claim?
1. 1351-1
 2. 1351-2
 3. 1351-3
 4. 1351-4
- 5-46. Entries for mode of travel and reason for stops can be found in what block(s) on the reverse side of a travel voucher?
1. Block 25a
 2. Block 25b
 3. Both 1 and 2 above
 4. Block 25c
- 5-47. All members of the Navy should be encouraged to use their full leave entitlement each year.
1. True
 2. False
- 5-48. For which of the following time periods are members NOT authorized to earn leave?
1. Active duty for less than 30 days
 2. Active duty for training, with pay, for less than 30 days
 3. Lost time
 4. Each of the above
- 5-49. Navy members are advised of their leave balance each month by which of the following methods?
1. Memoranda prepared by command personnel officers
 2. Memoranda prepared by command disbursing officers
 3. Leave and earnings statements prepared by the Navy Finance Center
 4. Leave lists prepared by COMNAVMILPERSCOM
- 5-50. Of the following types of leave, which one is NOT charged against a member's leave entitlement?
1. Earned
 2. Advance
 3. Emergency
 4. Convalescent
- 5-51. Ordinary leave is requested and authorized on which of the following forms?
1. NAVCOMPT Form 3065
 2. NAVCOMPT Form 3067
 3. DD Form 1624
 4. DD Form 398
- 5-52. Which of the following MILPERSMAN articles gives detailed procedures for personnel to follow when they request, depart on, and return from leave?
1. 3020100
 2. 3020200
 3. 3020300
 4. 3020400
- 5-53. Military pay is broken down into a total of three parts. What are they?
1. Basic, travel, and combat
 2. Basic, incentive, and travel
 3. Basic, special, and incentive
 4. Basic, combat, and proficiency

- 5-54. What term identifies an amount of money paid to a member to provide for food, quarters, or services when they are not provided by the Navy?
1. Allowance
 2. Incentive
 3. Special pay
 4. Miscellaneous pay
- 5-55. Expenses incurred as a result of temporary or permanent moves may fall into which of the following categories?
1. Miscellaneous
 2. Transportation
 3. Lodging and food
 4. Each of the above
- 5-56. Your supervisor may ask you to prepare which of the following documents in a "rough" form?
1. Inspection results
 2. School quota requests
 3. Welcome aboard letters
 4. Each of the above
- 5-57. Which of the following is the only authority that should be used in the preparation of officer fitness reports?
1. NAVMILPERSMAN
 2. Navy Regulations
 3. BUPERSINST 1611.17
 4. BUPERSINST 1616.9
- 5-58. Officer fitness reports form a primary basis for selecting officers for advanced training, duty assignment, promotion, and command.
1. True
 2. False
- 5-59. Reporting seniors should retain copies of FITREPs for at least how many years?
1. 5
 2. 2
 3. 3
 4. 4
- 5-60. Which of the following is the only authority that should be used in the preparation of enlisted evaluations?
1. BUPERSINST 1611.17
 2. BUPERSINST 1616.9
 3. Navy Regulations
 4. NAVMILPERSMAN
- 5-61. Which of the following statements is true regarding routine office machine maintenance?
1. Know how to give routine care to any machine you operate
 2. Acquaint yourself with equipment instruction manuals
 3. Understand other kinds of local maintenance policy
 4. Each of the above

COURSE COMPLETION/DISENROLLMENT FORM
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

YEOMAN 3 & 2	82613
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NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

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NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

☐ COURSE COMPLETION (Date _____)

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ DISENROLLMENT (Date _____)
(Did not complete the course)

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ OTHER REASON (Specify) :

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

Date _____

FROM:

SSN _____

NAME (Last, first, M.I.)
RANK, RATE, CIVILIAN

STREET ADDRESS, APT #

ZIP CODE _____

CITY, STATE

To: COMMANDING OFFICER
NETPMSA CODE 0313
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

Subj: YEOMAN 3 & 2, NAVEDTRA 82613

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

NETPMSA 1550/41 (Rev. 2-93)

. (Fold along dotted line and staple or tape)

. (Fold along dotted line and staple or tape)

DEPARTMENT OF THE NAVY

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PENSACOLA, FL 32509-5237**

OFFICIAL BUSINESS

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PENSACOLA FL 32509-5237**

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TITLE _____ WAVEDTRA _____

NAME _____ ADDRESS _____
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or PPO State Zip
DESIGNATOR _____ ASSIGNMENT NO. _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

SCORE

1	2	3	4		1	2	3	4		1	2	3	4				
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1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

